EKTRON USER MANUAL

EDITING WEB PAGES

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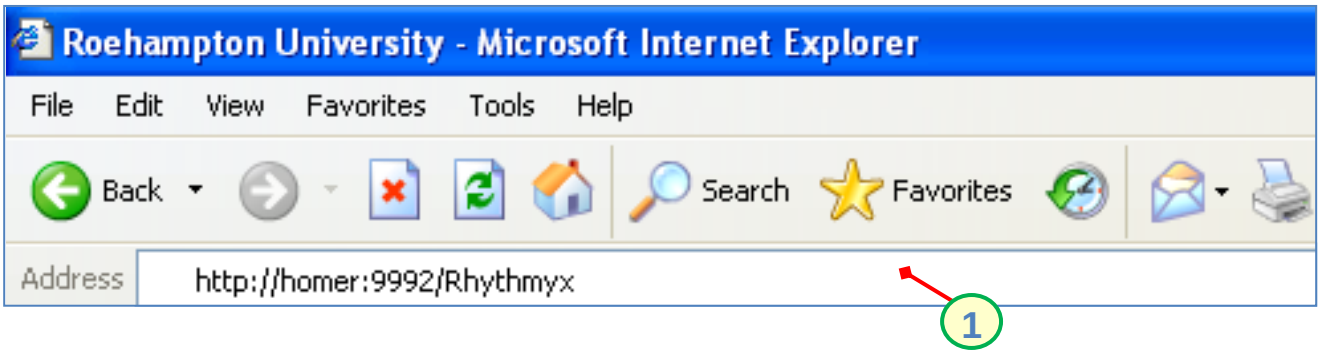
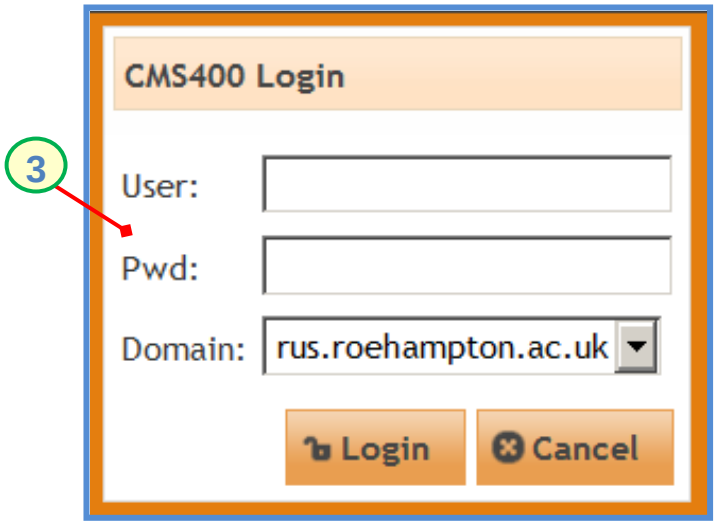
Ektron CMS - Login

1. To access the Ektron web server open Internet Explorer and enter the following URL **:**

http://ektron.roehampton.ac.uk/cmslogin.aspx



2. Click the **login** button in the top left corner of the page.

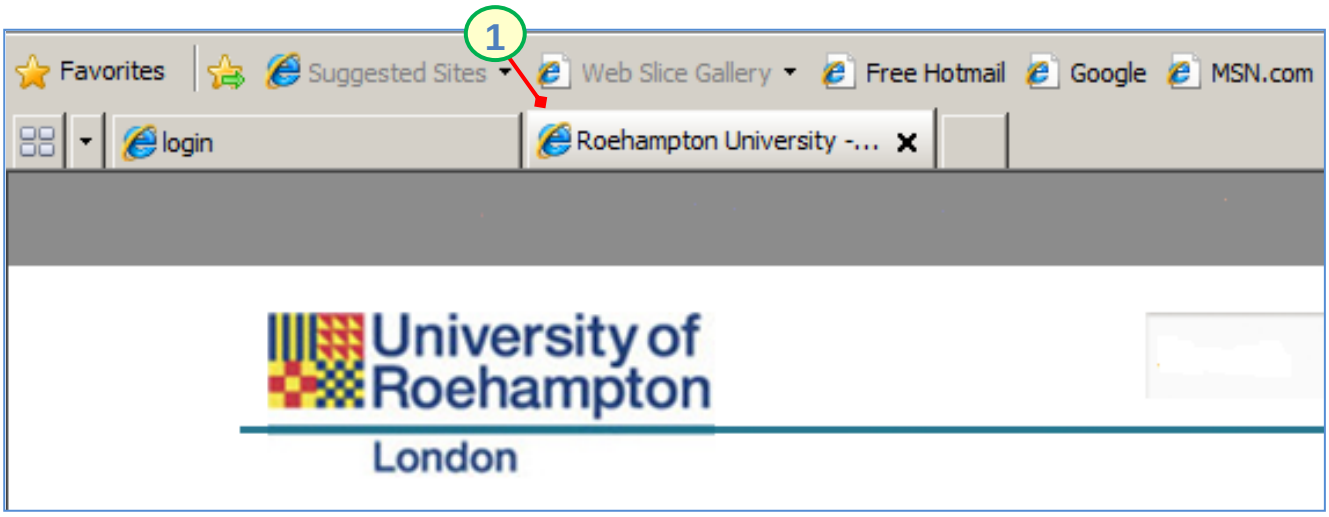


3. Enter your Roehampton username and password.

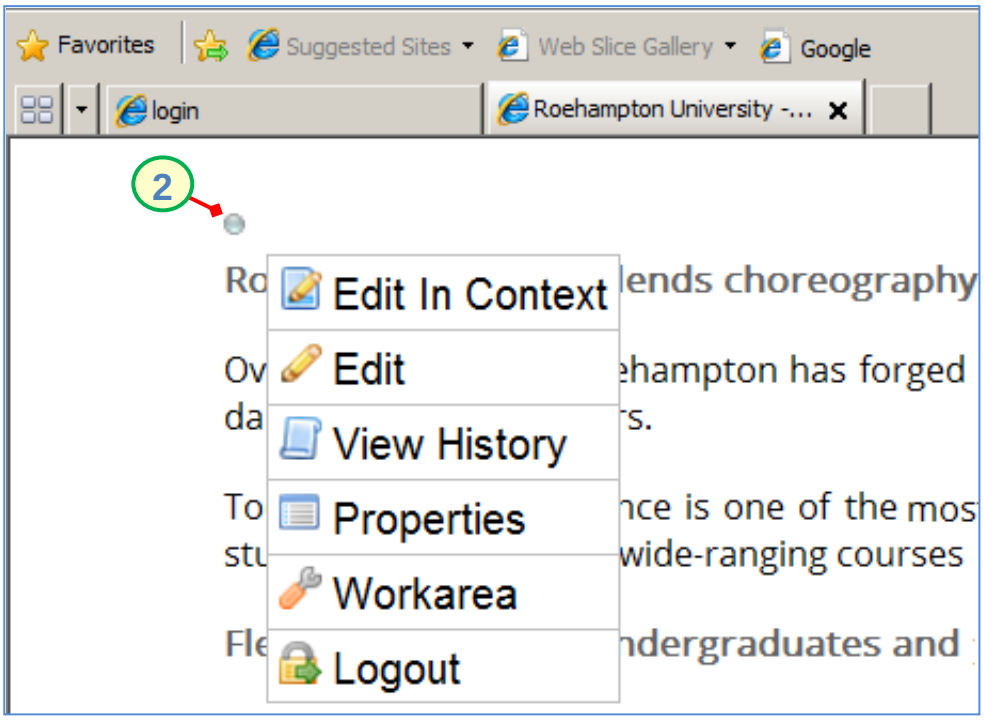
Quick Editing for Text

1. Open a second tab in the same browser window and go to the university's web site.

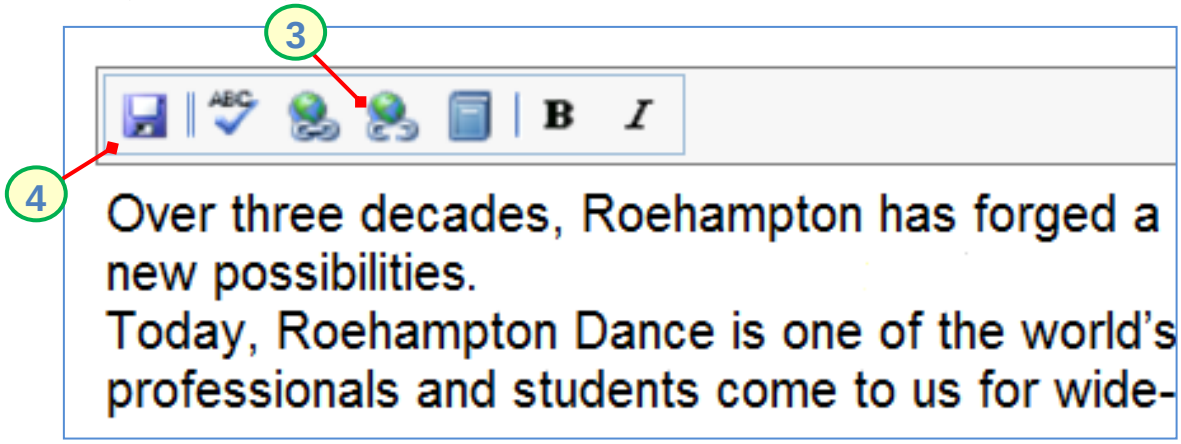
http://ektron.roehampton.ac.uk/



2. In the second tab window, navigate to your web page, and a small silver bullet should appear above the text. Rest the mouse on the bullet and a sub-menu will appear, and then select the **Edit in Context** option.



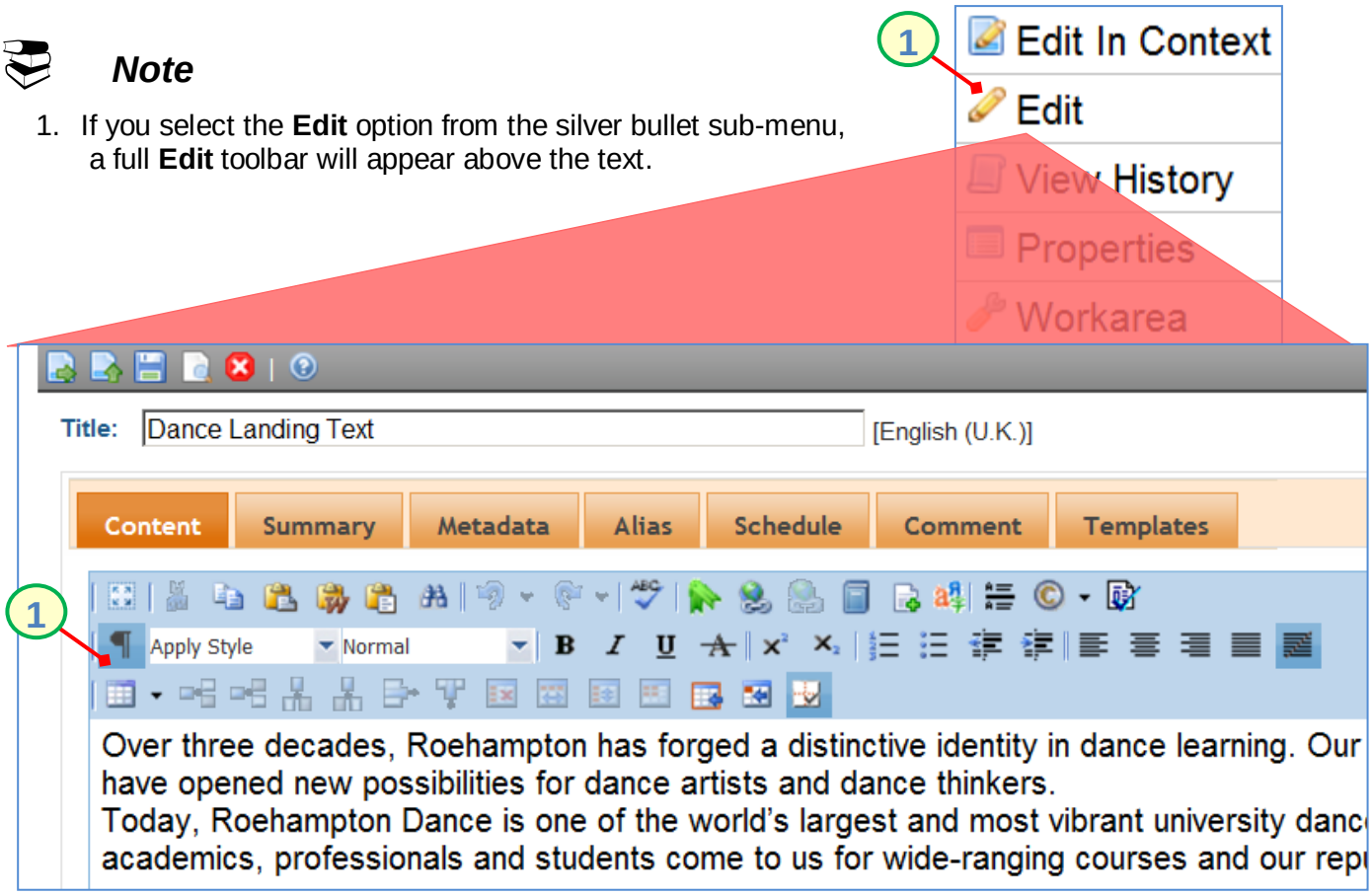
3. A **Quick Edit** toolbar will appear above the text which will allow you to type new text, add bold or italic formatting, and edit hyperlinks


3
4
Over three decades, Roehampton has forged a
new possibilities.
Today, Roehampton Dance is one of the world's
professionals and students come to us for wide-

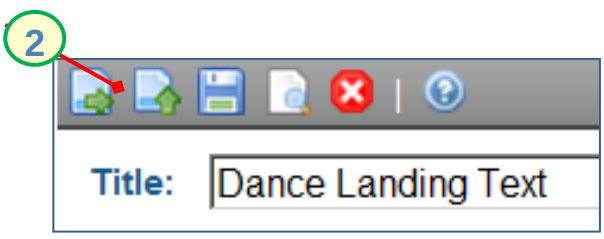
4. Click the **Save** icon on the Quick Edit toolbar to save your changes and close the Edit in Context window.

Note

1. If you select the **Edit** option from the silver bullet sub-menu, a full **Edit** toolbar will appear above the text.



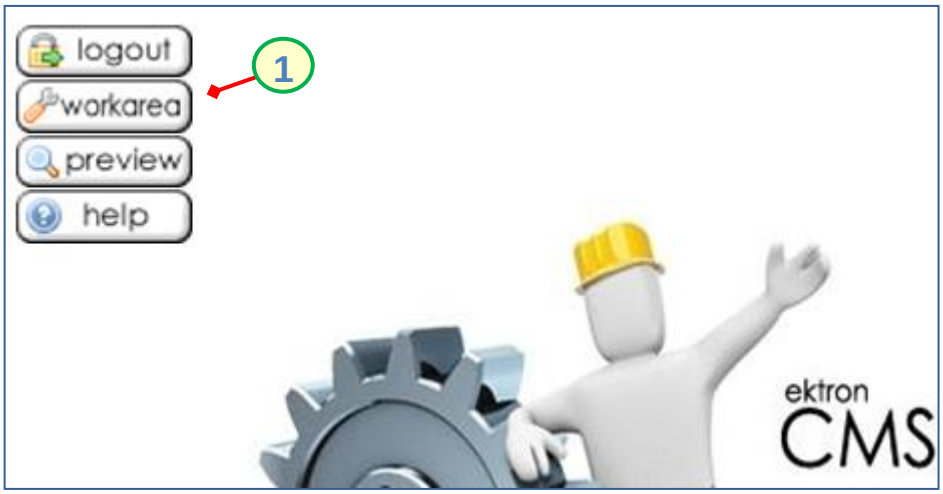
2. After you complete your editing, click the **Publish** or **Submit** icons.



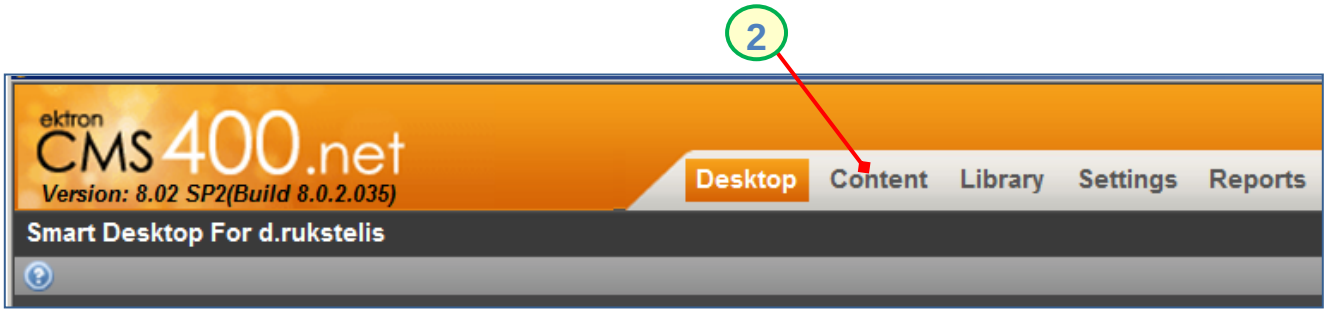
Open the Workarea

The Ektron workarea allows for full site navigation, changing the construction of existing pages, uploading new assets, creating (rendering) new pages, and much more.

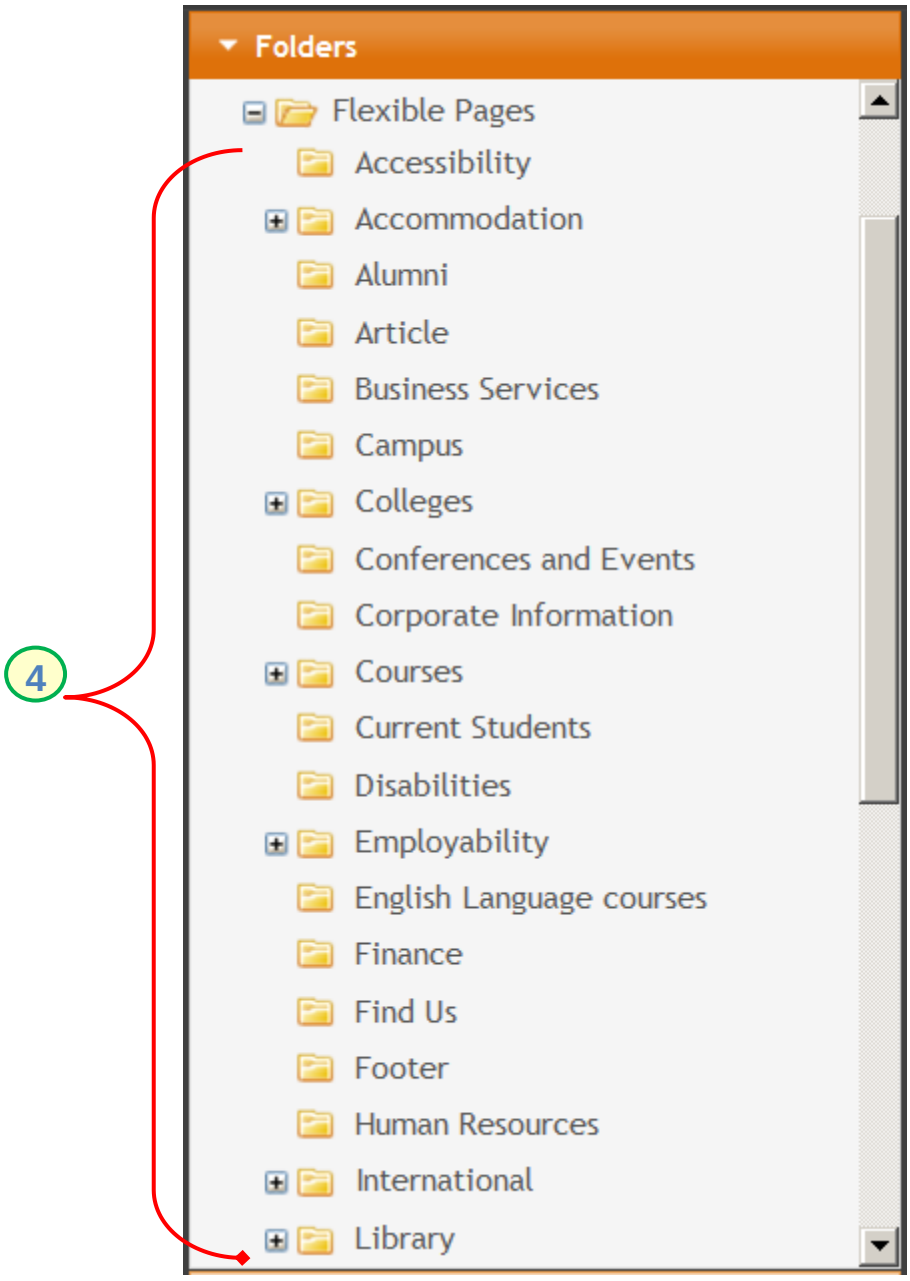
1. On the main **Logon** window click the **workarea** button. This will open a new browser window to the Ektron CMS 400 workarea.



2. Click the **Content** tab to view and navigate to your Ektron community.



3. The navigation column allows you to find your **Flexible Pages** templates, **Page Content** boxes, and **Pages Assets** items. Within each of these top level directories, there is a defined folder / sub-folder structure which is repeated. This will allow you to drill down into each top level directory and find your community objects.

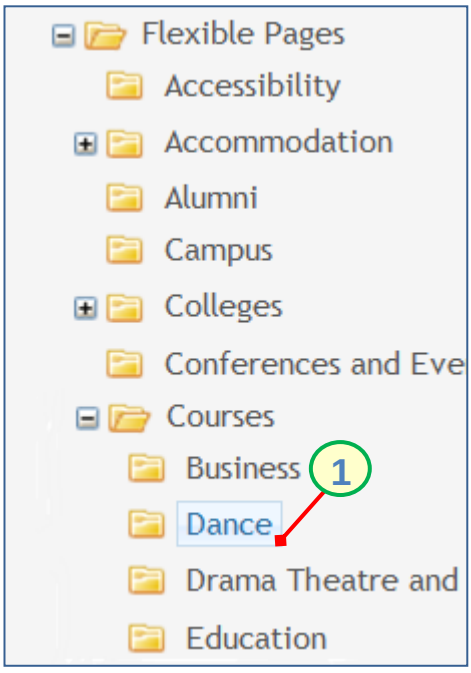


Note

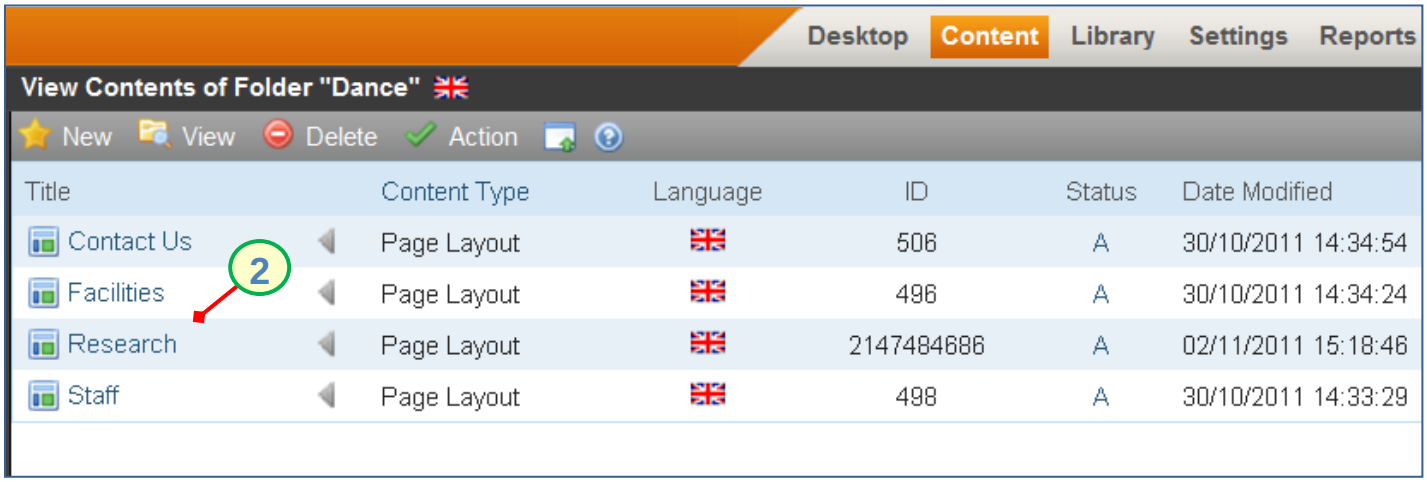
These folders are linked to the URL address system of our web site. Do not change or rename them.

Add a New Page Component

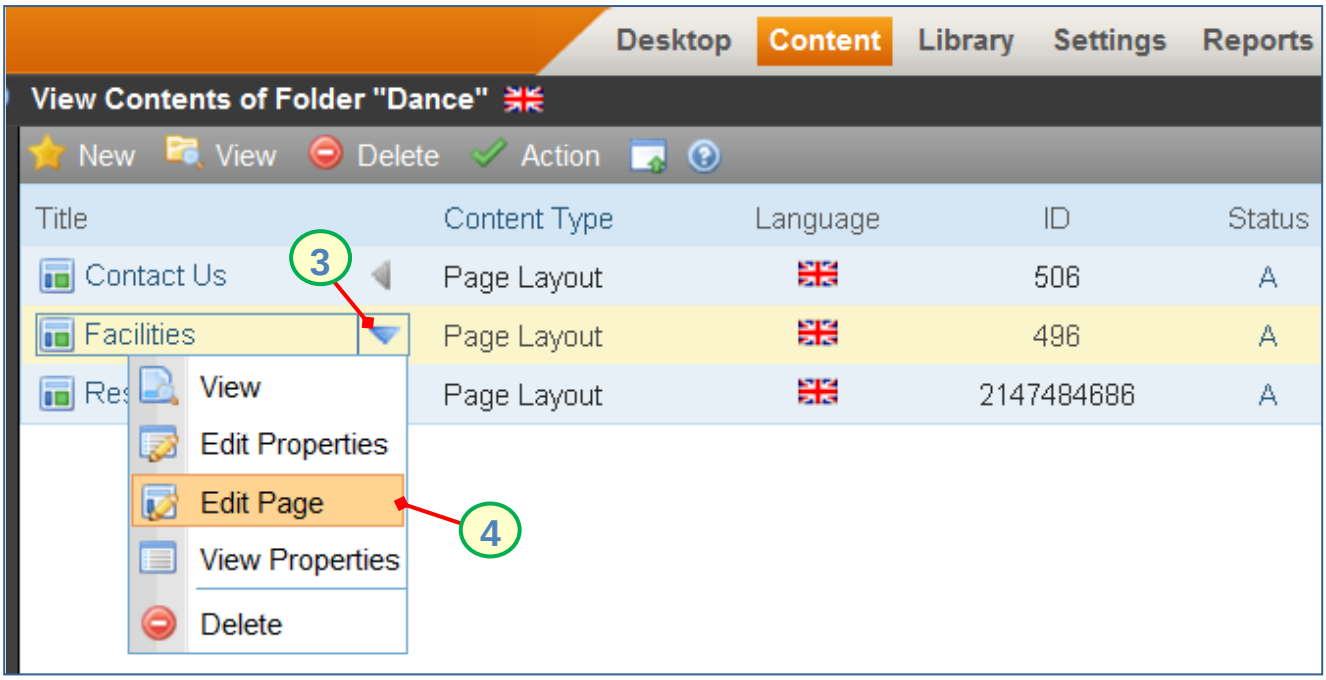
1. In the **Flexible Pages** or **Fixed Pages** directories, drill down through the folder structure to find your community, and then click on your community name to open it.



2. Your various page templates should appear in the main window of the workarea.

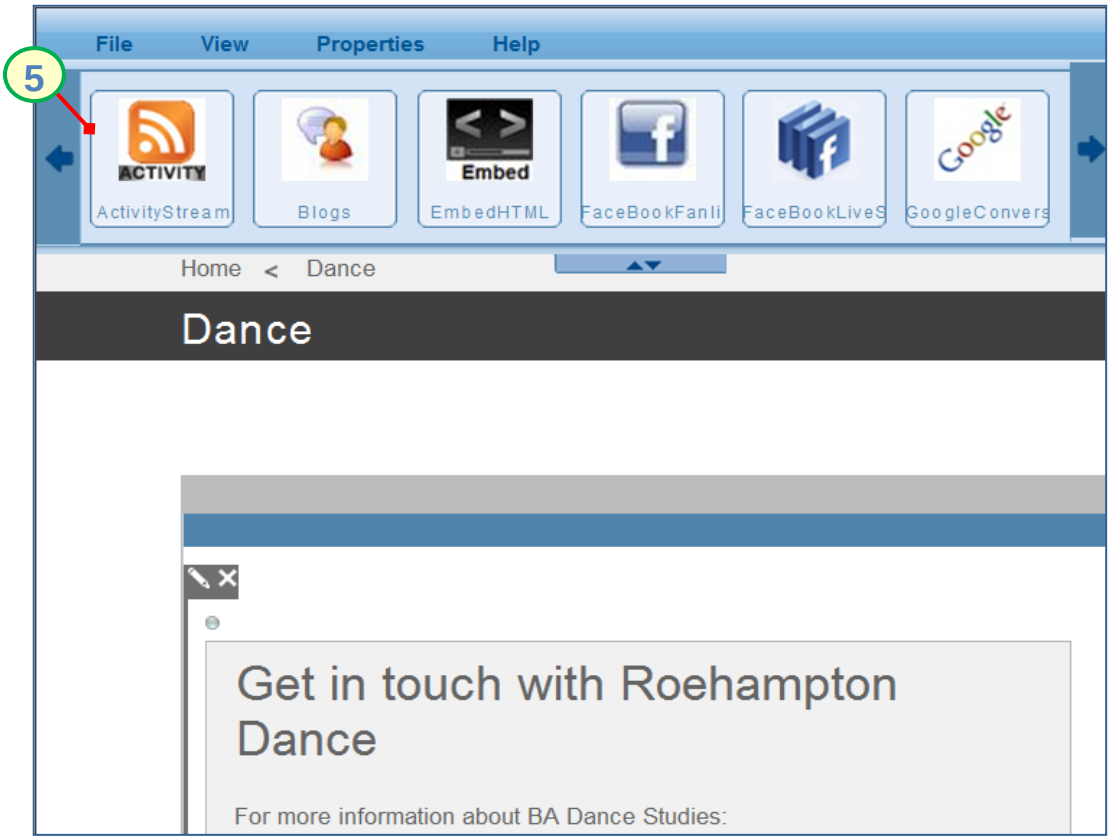


3. Click on the **View Menu** icon to the right of the page name.

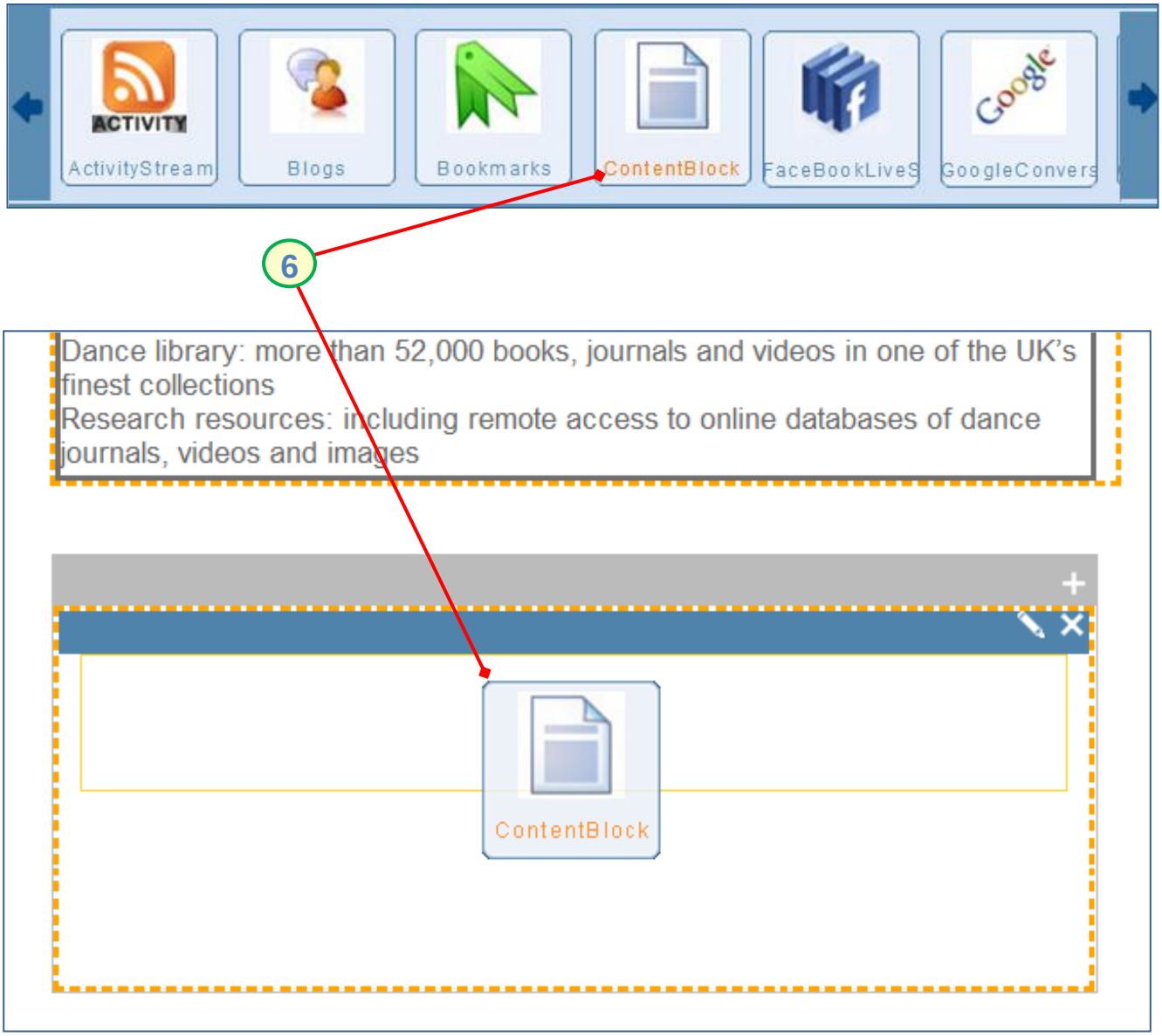


4. Select the **Edit Page** option from the sub-menu.

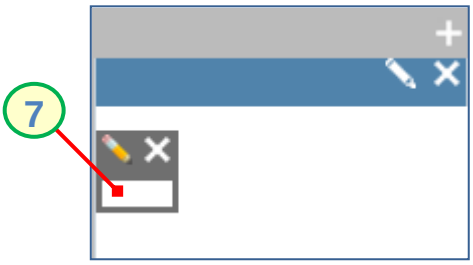
5. A new window will open for the page with a **Widget Ribbon** across the top.



6. To add new components to your page, select and drag them from the Widget Ribbon and drop them on an existing column area.

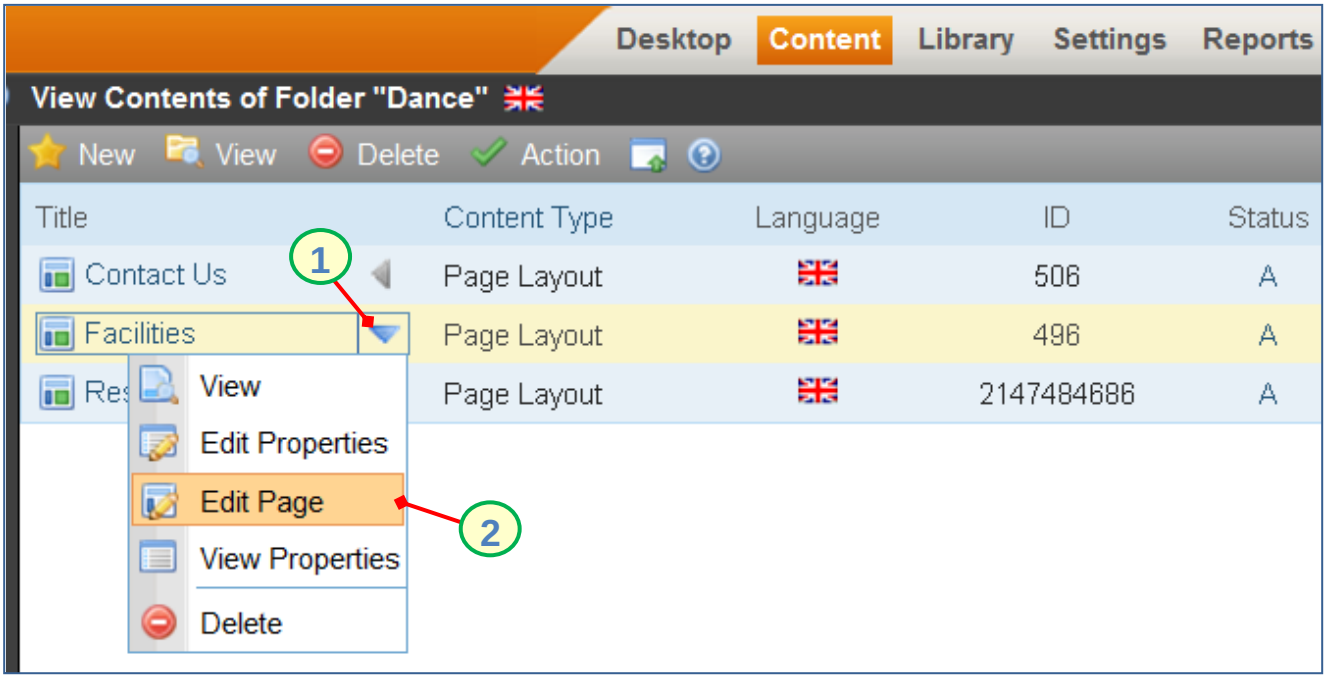


7. Each new component will have an **Edit / Delete** icon. Click on the pencil icon to open a dialogue box which will allow you to construct the new component. Some text components will have the Quick Edit bullet available.



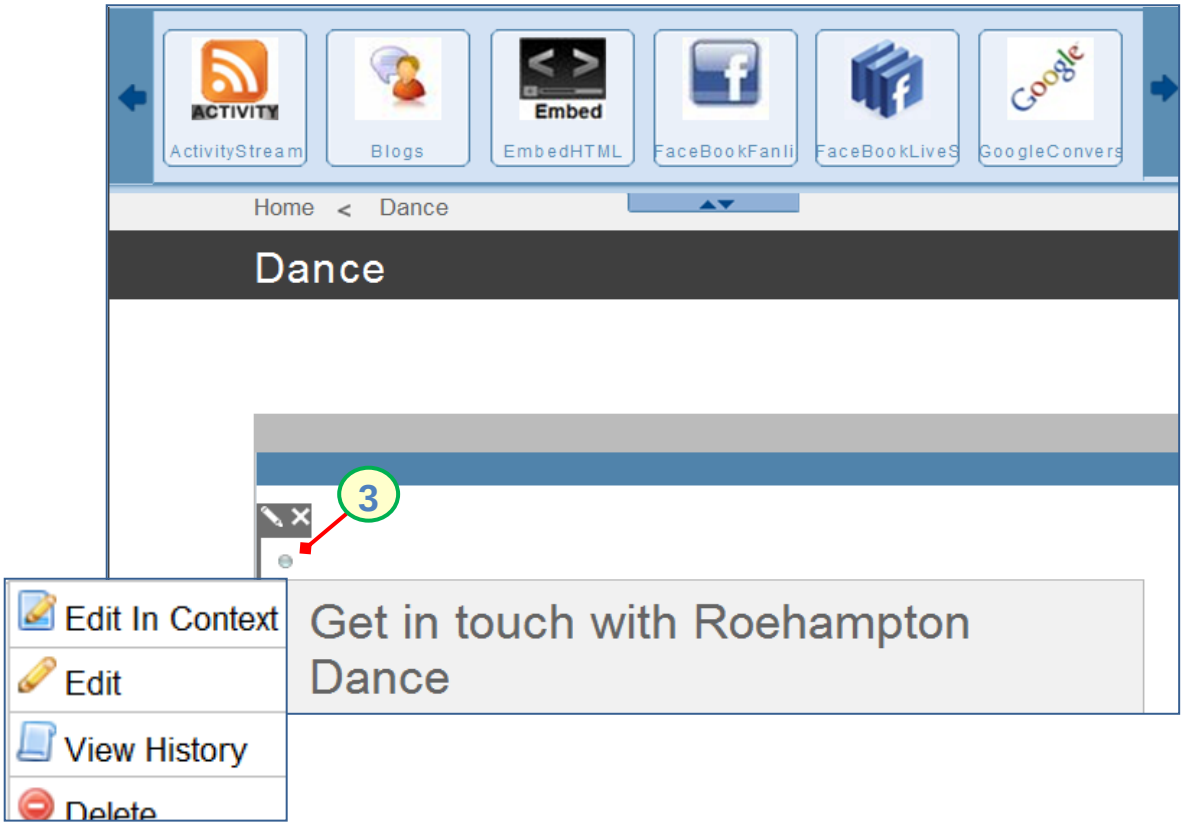
Edit an Existing Page Component

1. Click on the **View Menu** icon to the right of the page name.



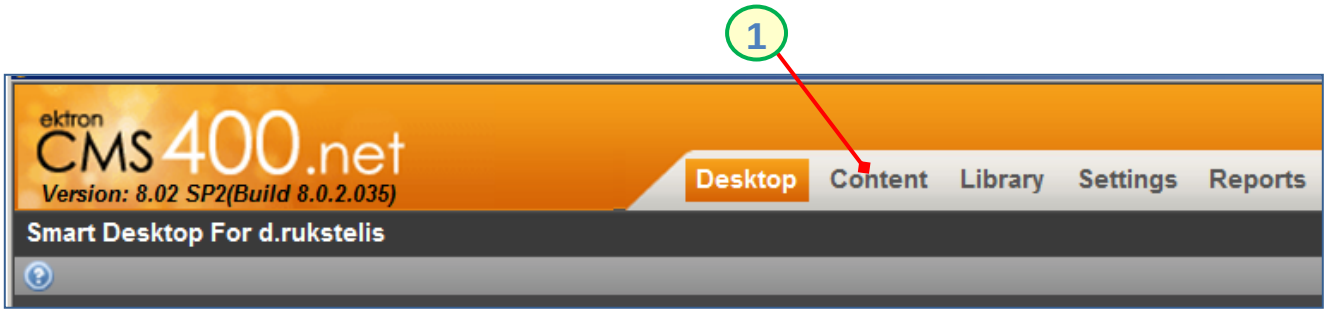
2. Select the **Edit Page** option from the sub-menu.

3. In the existing component item you want to edit, click on the **Quick Edit** silver bullet below the Edit / Delete icon, and from the sub-menu select the **Edit** option.

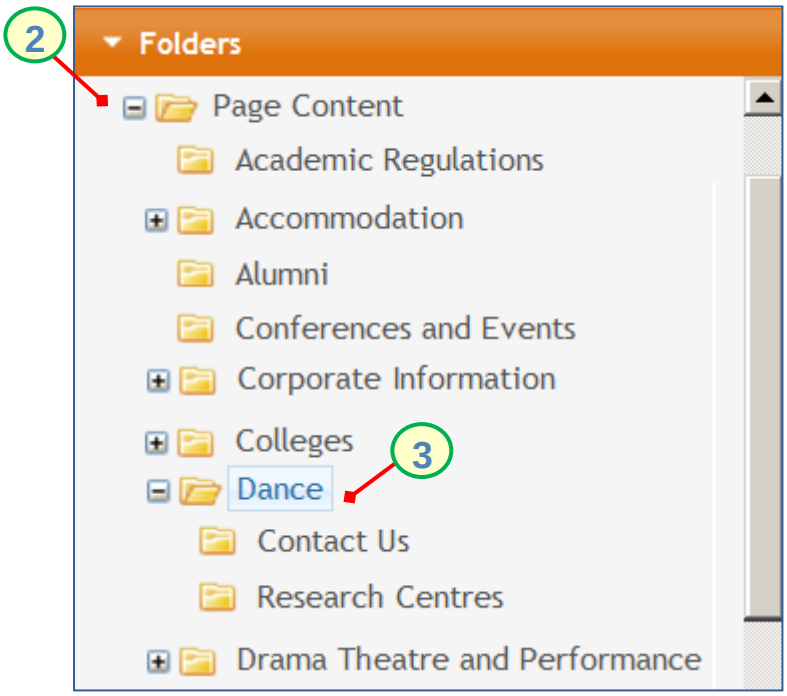


Editing an Existing Content Box

1. Click the **Content** tab to view and navigate to your Ektron community.

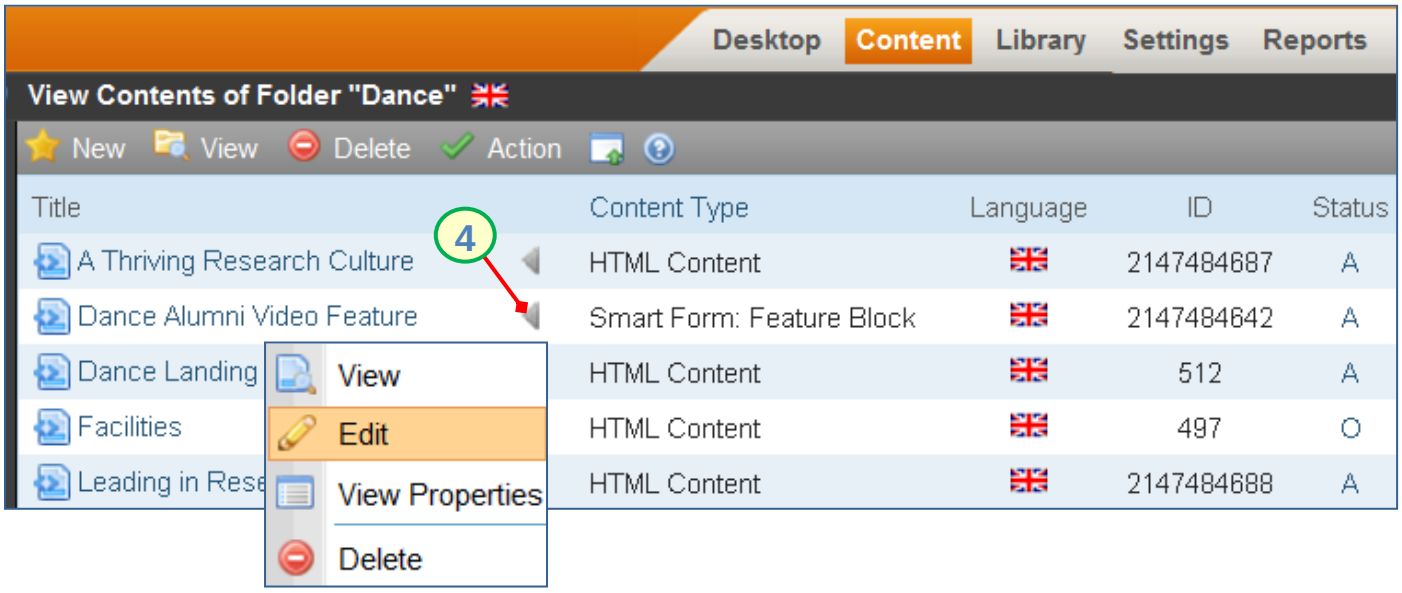


2. Drill into the **Page Content** directory and find your community folder.

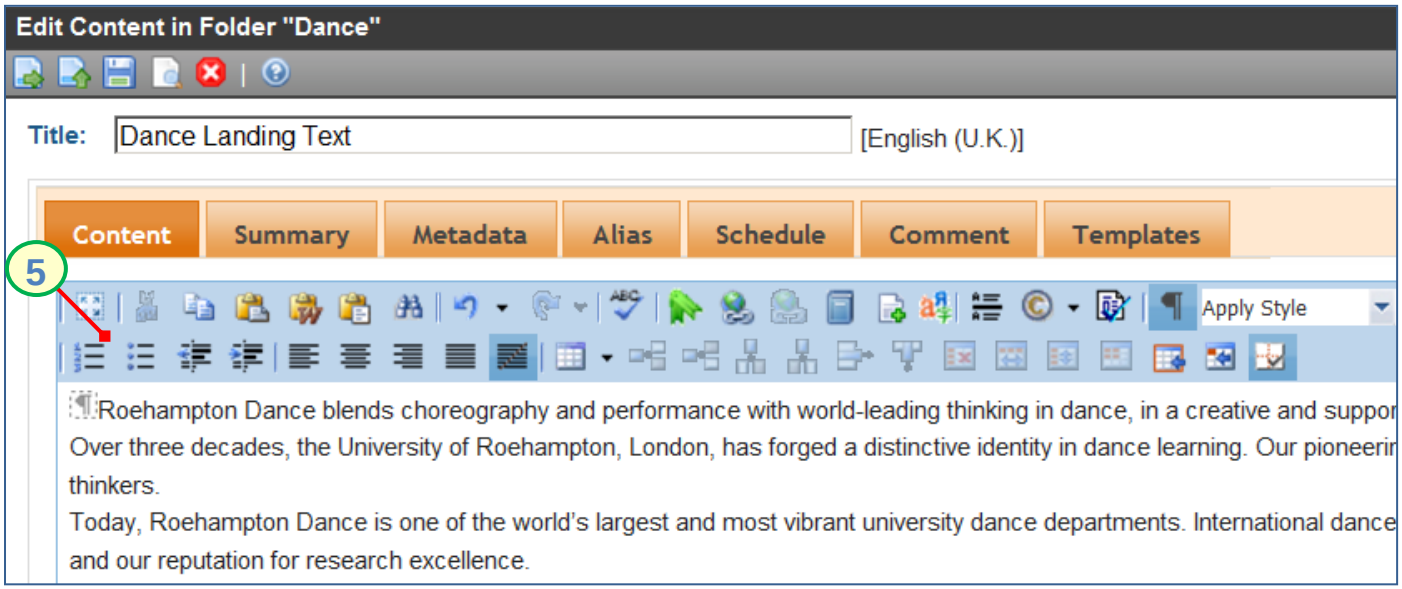


3. Click on the community name to open it in the main window of the workarea.

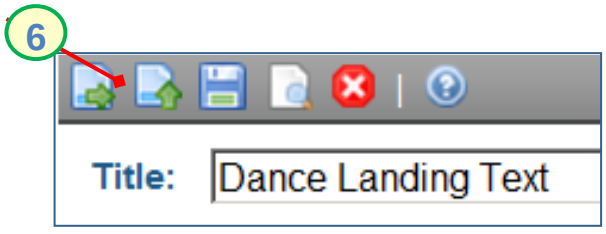
4. Click on the **View Menu** icon to the right of the content box name, and select **Edit** from the sub-menu.



5. This will open the content box with a full editing toolbar.

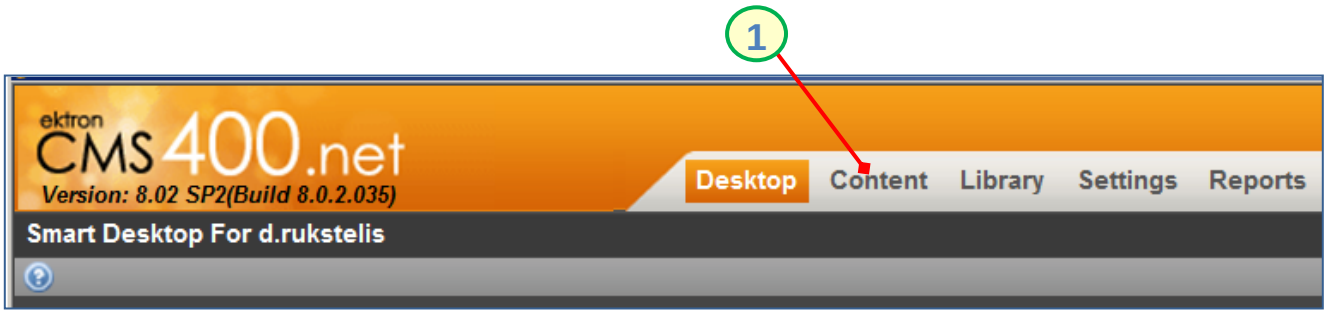

Edit Content in Folder "Dance"
Title:
Dance Landing Text
[English (U.K.)]
Content
Summary
Metadata
Alias
Schedule
Comment
Templates
5
Apply Style
Roehampton Dance blends choreography and performance with world-leading thinking in dance, in a creative and suppor
Over three decades, the University of Roehampton, London, has forged a distinctive identity in dance learning. Our pioneerir
thinkers.
Today, Roehampton Dance is one of the world's largest and most vibrant university dance departments. International dance
and our reputation for research excellence.

6. After you complete your editing, click the **Publish** or **Submit** icons.

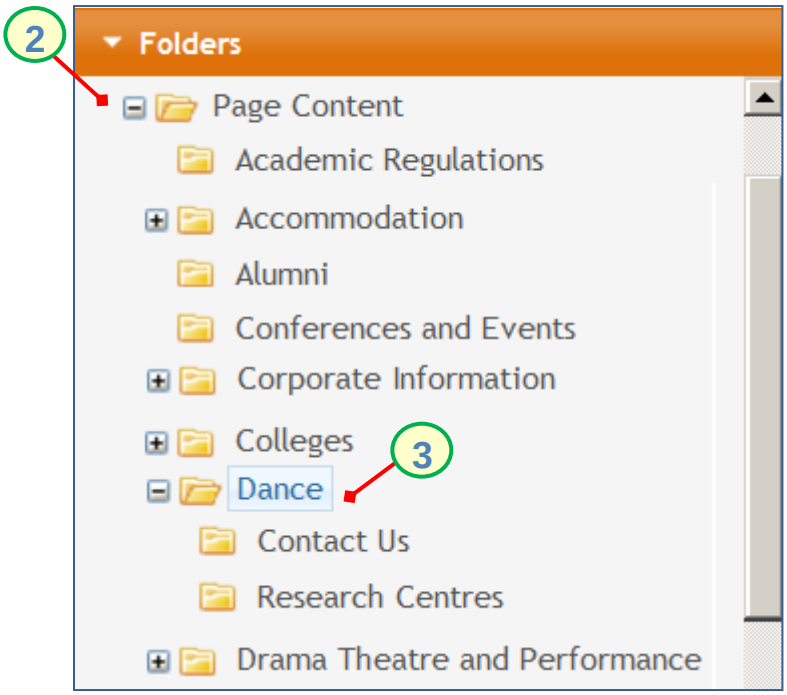


Creating a New Content Box

1. Click the **Content** tab to view and navigate to your Ektron community.

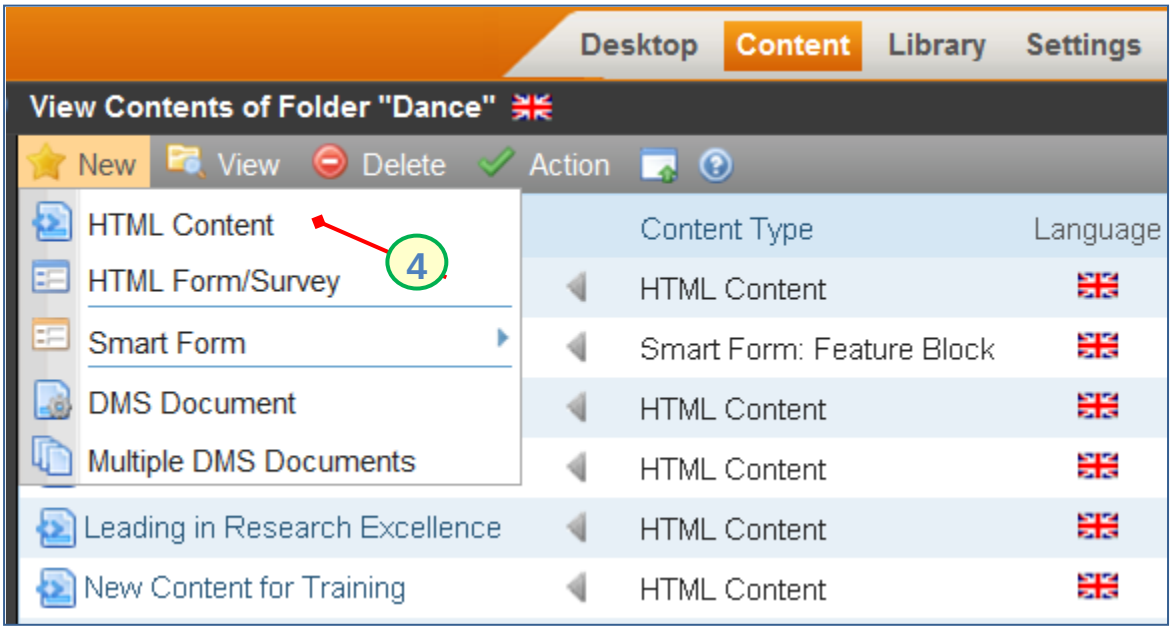


2. Drill into the **Page Content** directory and find your community folder.

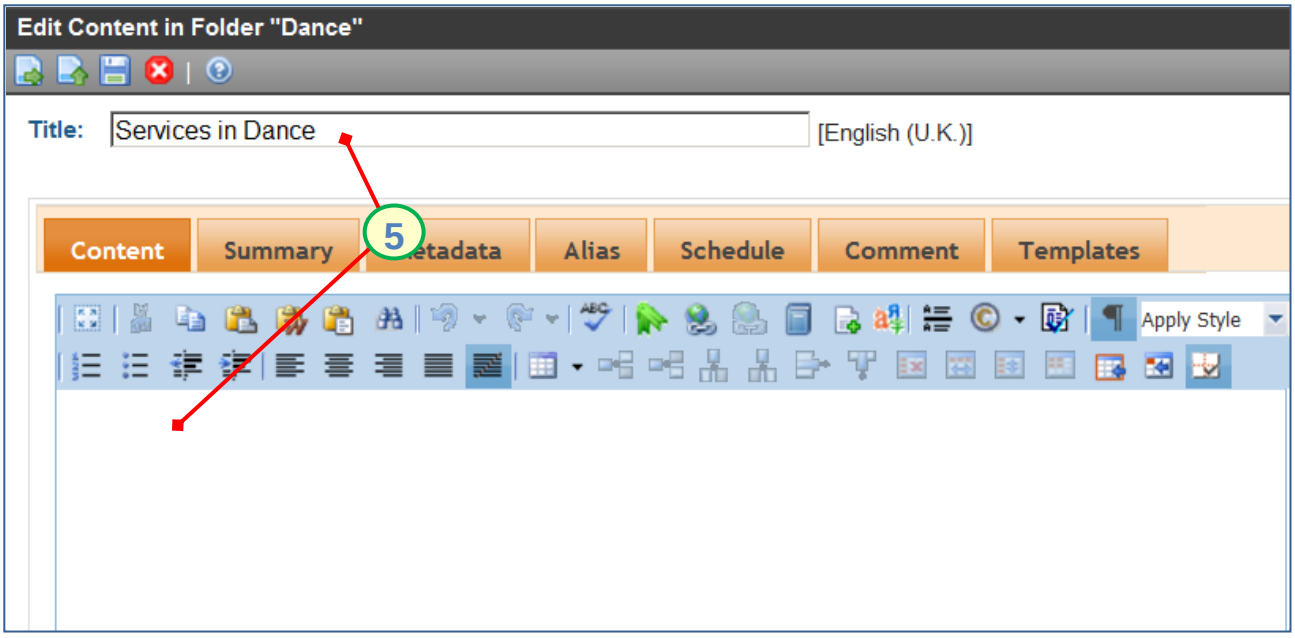


3. Click on the community name to open it in the main window of the workarea.

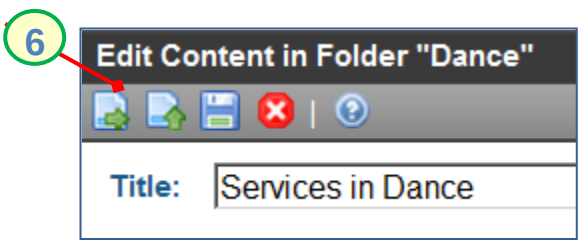
4. In the workarea main window open the **New** menu, and then select **HTML Content**.



5. Type a suitable name in the **Title** fill-in box, and add your content / text in the main fill-in box.



6. After you complete your editing, click the **Publish** or **Submit** icons.



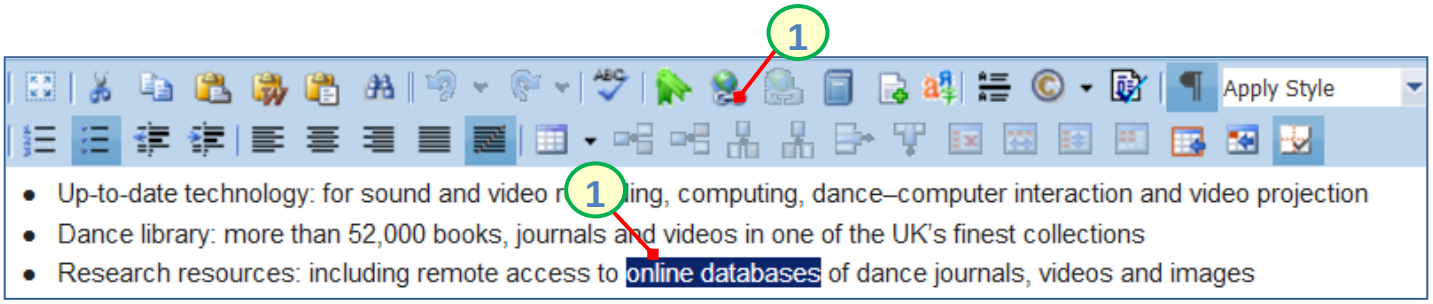
Types of Links

There are various types of hyperlinks that you will want on your web page:

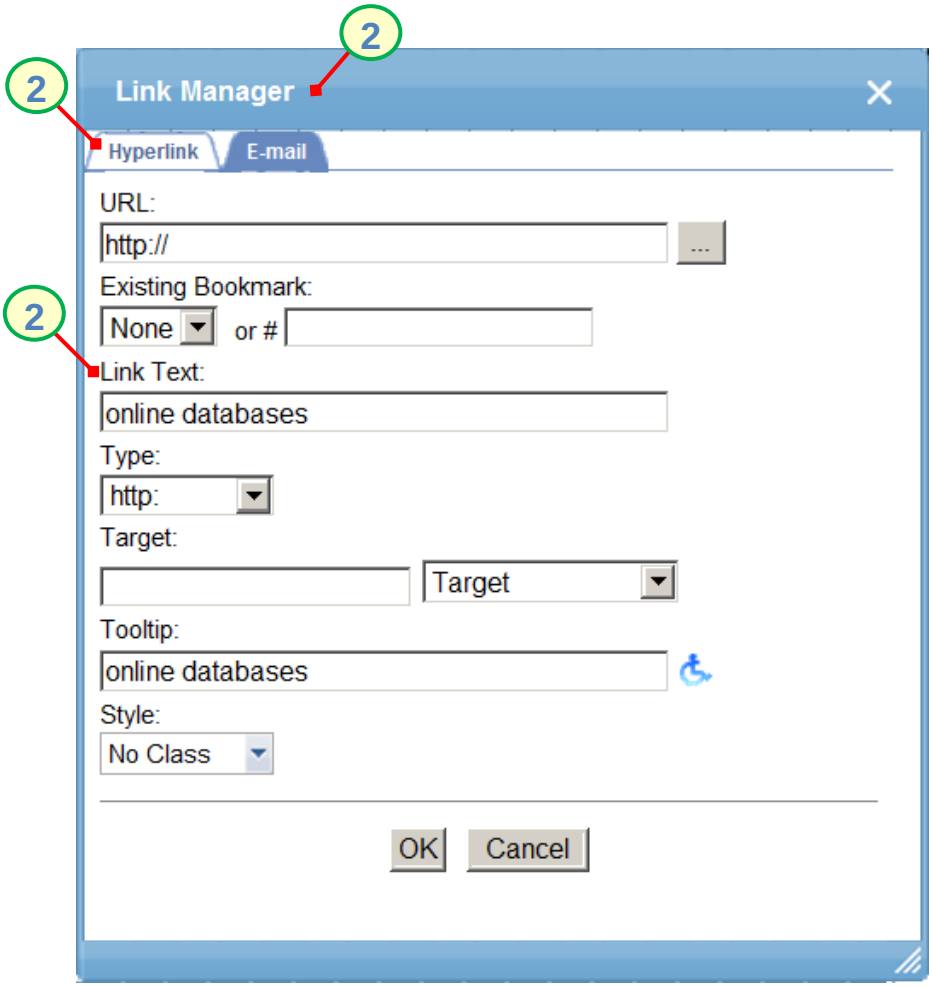
- an external web page
- an internal (Roehampton) web page
- an email address
- a file to open or download

Link to an External Web Page

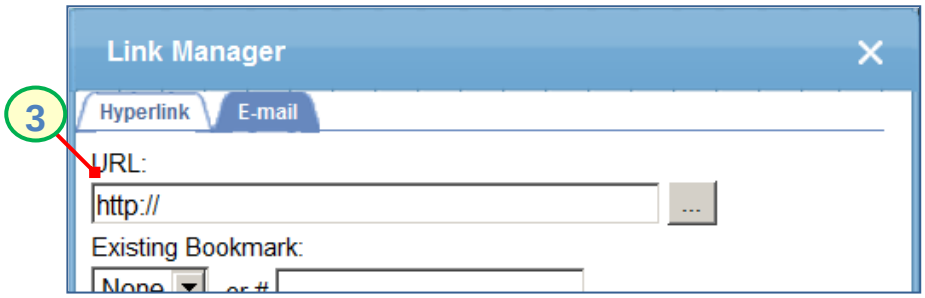
1. Select the word(s) you want as the link, and then click the **Hyperlink Manager** icon in the editing toolbar.


1
Apply Style
1
Up-to-date technology: for sound and video r ling, computing, dance–computer interaction and video projection
Dance library: more than 52,000 books, journals and videos in one of the UK's finest collections
Research resources: including remote access to online databases of dance journals, videos and images

2. The **Link Manager** dialogue box will appear, which by default will open to the **Hyperlink** tab, and the text you selected will appear in the **Link Text:** fill-in box.

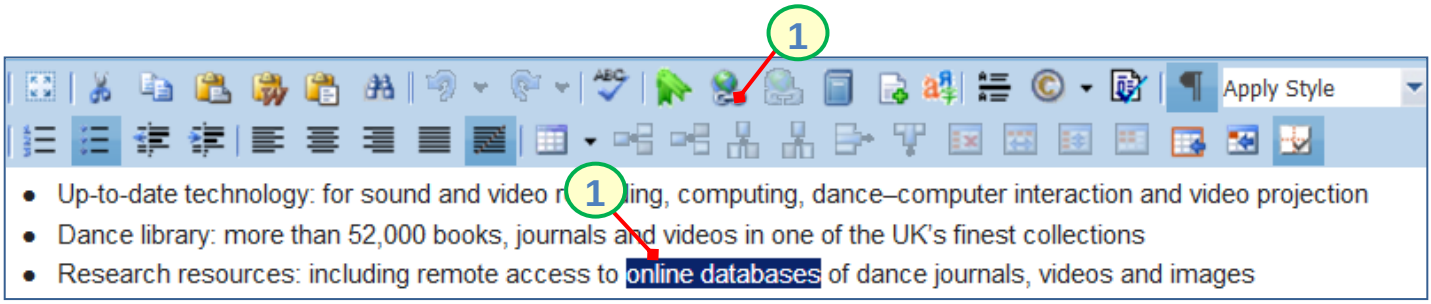


3. Type (or paste) the correct web address in the **URL:** fill-in box, and then click the **OK** button.

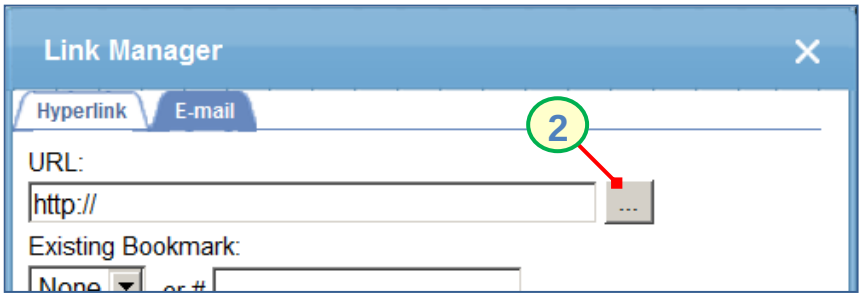


Link to an Internal (Roehampton) Web Page

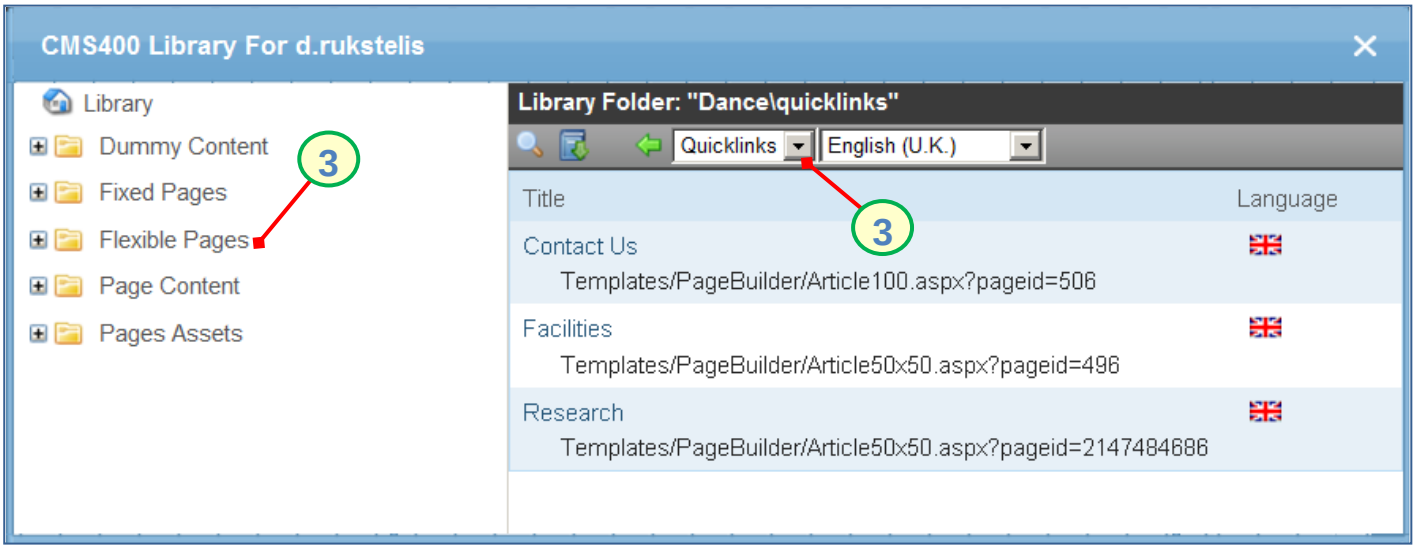
1. Select the word(s) you want as the link, and then click the **Hyperlink Manager** icon in the editing toolbar.


1
Apply Style
1
Up-to-date technology: for sound and video r ling, computing, dance–computer interaction and video projection
Dance library: more than 52,000 books, journals and videos in one of the UK's finest collections
Research resources: including remote access to online databases of dance journals, videos and images

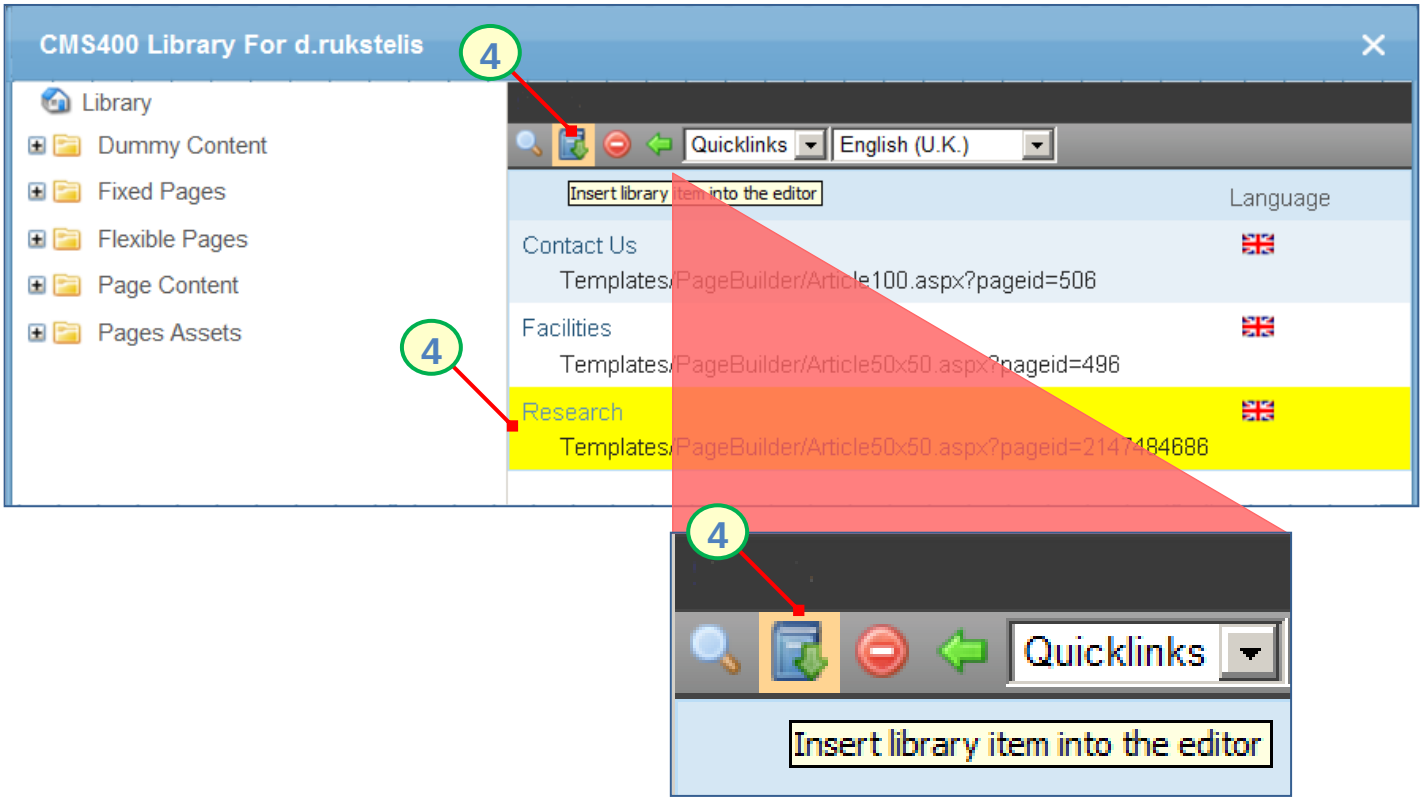
2. In the **Link Manager** dialogue box, click the "three-dot" (browse) button at the end of the **URL:** fill-in box.



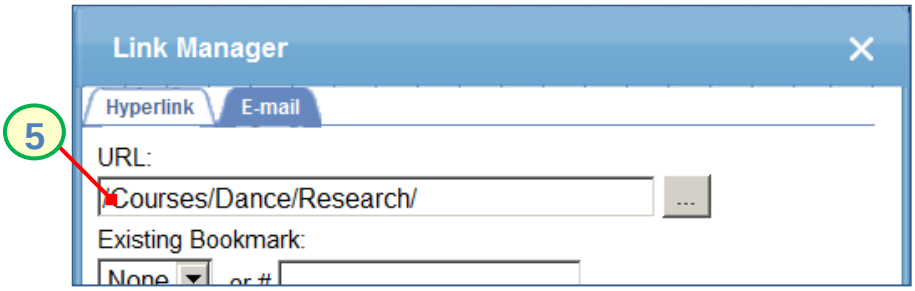
3. Use the navigation column to drill down into your community pages. Set the filter option to **Quicklinks** as this will show your pages in the main window.



4. Select the page you want to link to, and then click the **Insert** icon on the toolbar.

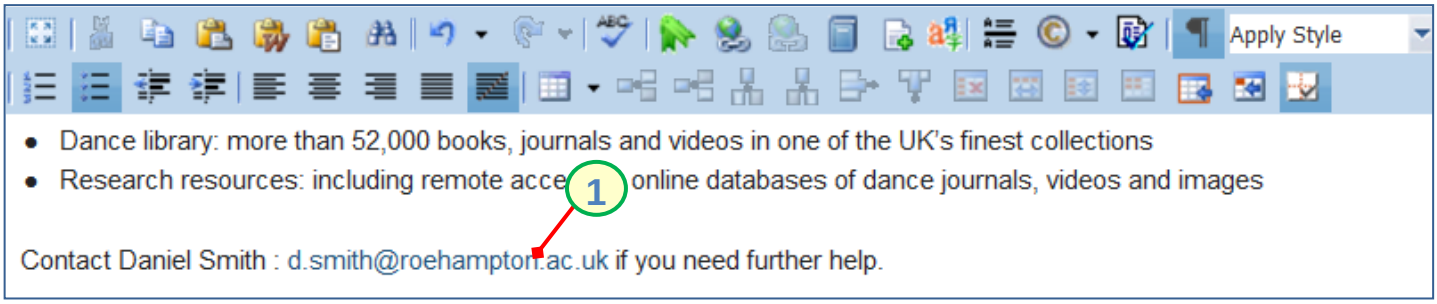


5. The link path will now appear in the **URL:** fill-in box of the Link Manager. Click the **OK** button at the bottom.



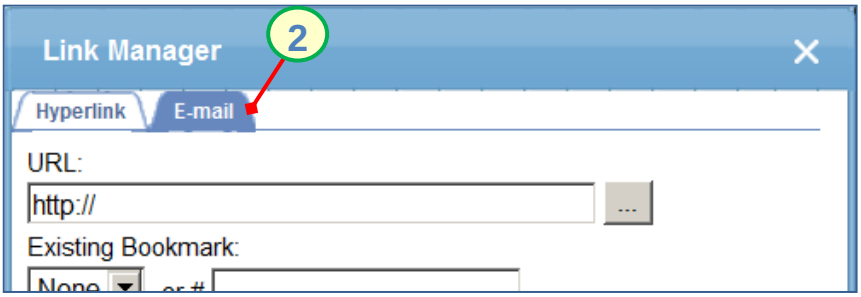
Link to an Email Address:

1. If you type the email address on the page / content box, Ektron will automatically format it as a hyperlink.

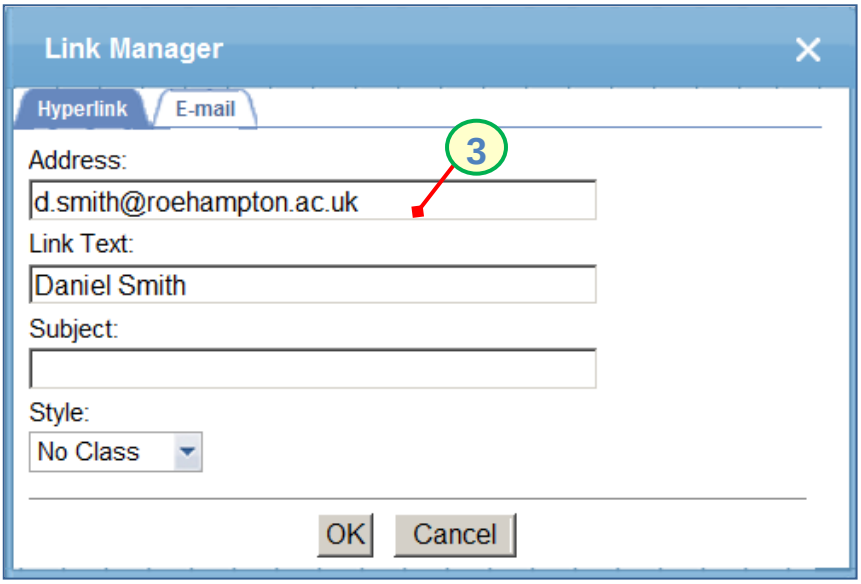

Apply Style
Dance library: more than 52,000 books, journals and videos in one of the UK's finest collections
Research resources: including remote acce online databases of dance journals, videos and images
Contact Daniel Smith : d.smith@roehampton.ac.uk if you need further help.
1

Note

2. If you hide the email address behind a name, you will need to select the name, open the **Link Manager** dialogue box, and then switch to the **Email** tab.

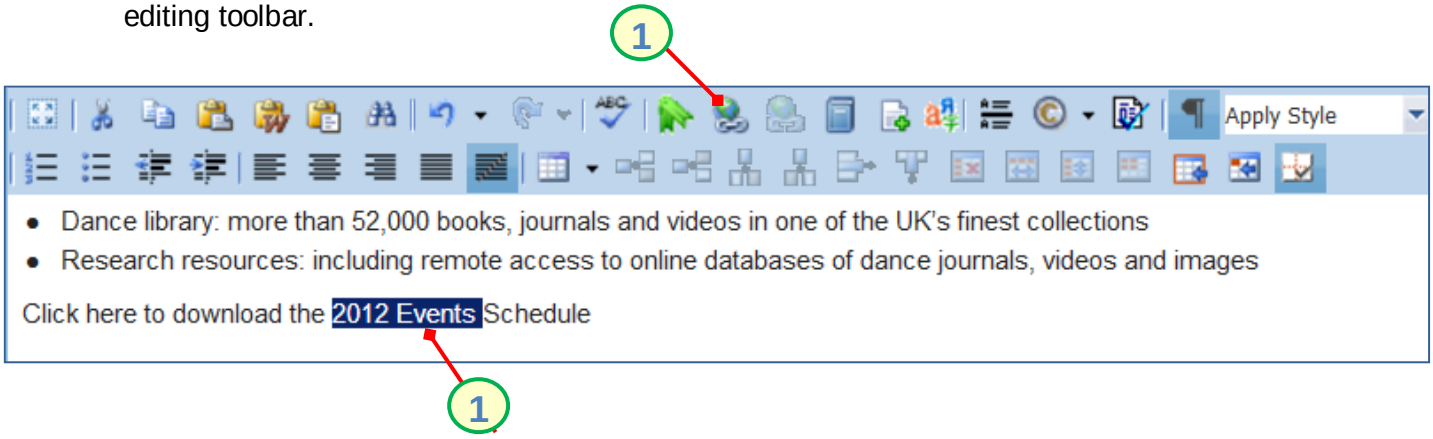


3. Type the email address in **Address:** fill-in box, and then click the **OK** button.

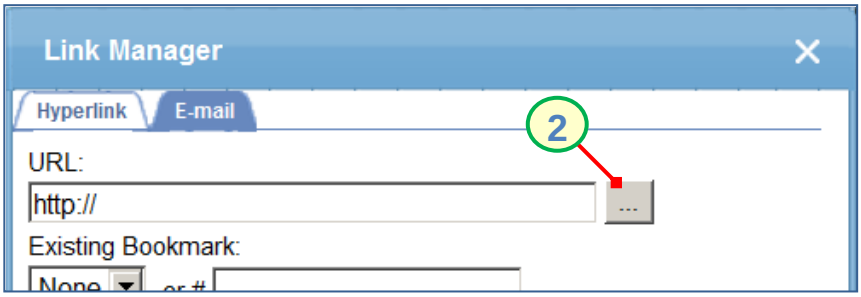


Link to a File:

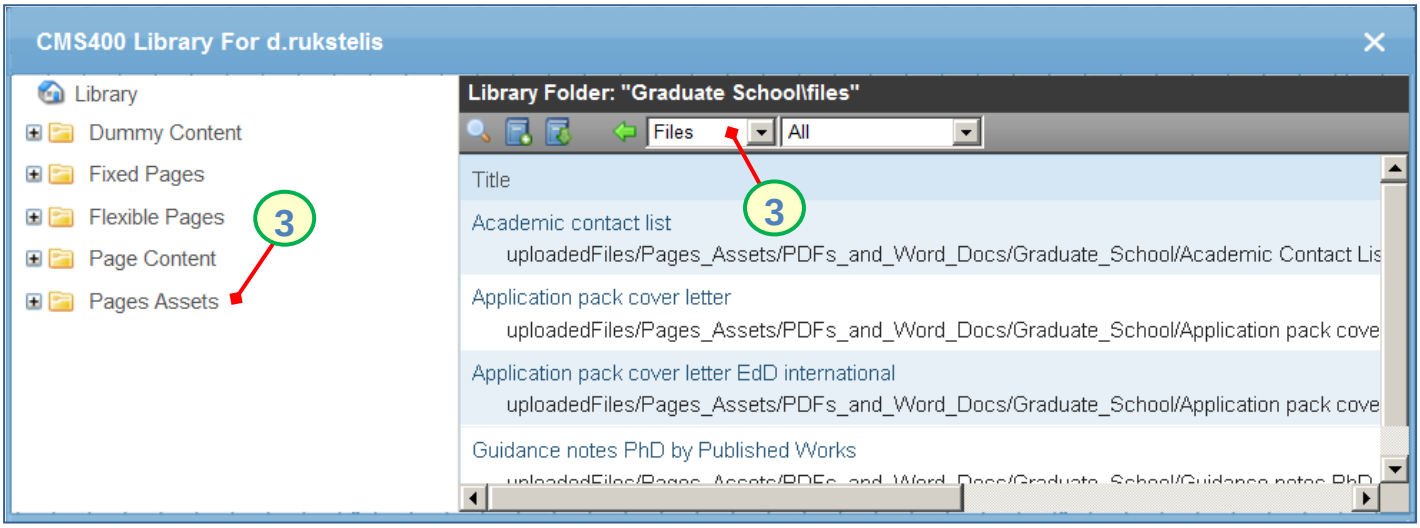
1. Select the word(s) you want as the link, and then click the **Hyperlink Manager** icon in the editing toolbar.


1
Apply Style
Dance library: more than 52,000 books, journals and videos in one of the UK's finest collections
Research resources: including remote access to online databases of dance journals, videos and images
Click here to download the 2012 Events Schedule
1

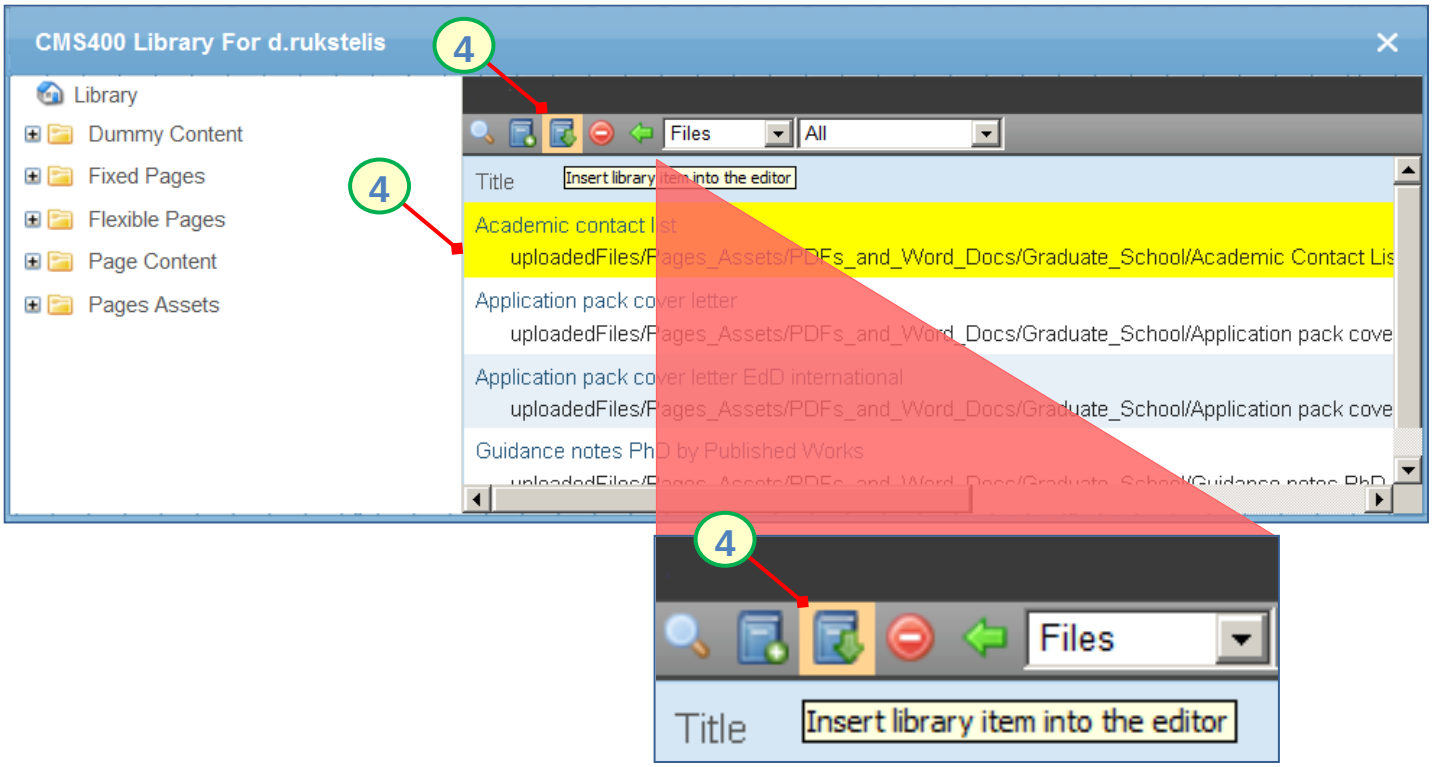
2. In the **Link Manager** dialogue box, click the “three-dot” (browse) button at the end of the **URL:** fill-in box.



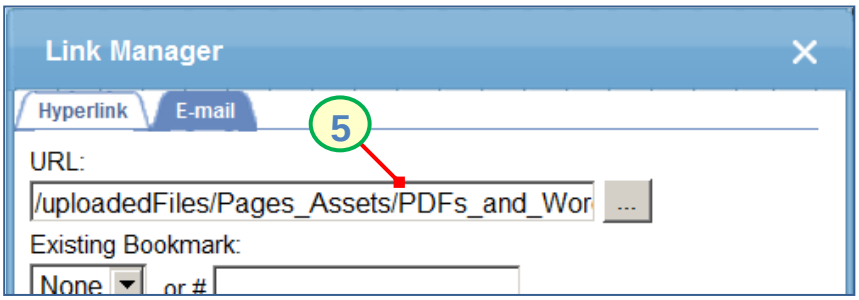
3. Use the navigation column to drill down into your community assets. Set the filter option to **Files** as this will show your files in the main window.



4. Select the file you want to link to, and then click the **Insert** icon on the toolbar.



5. The link path will now appear in the **URL:** fill-in box of the Link Manager. Click the **OK** button at the bottom.



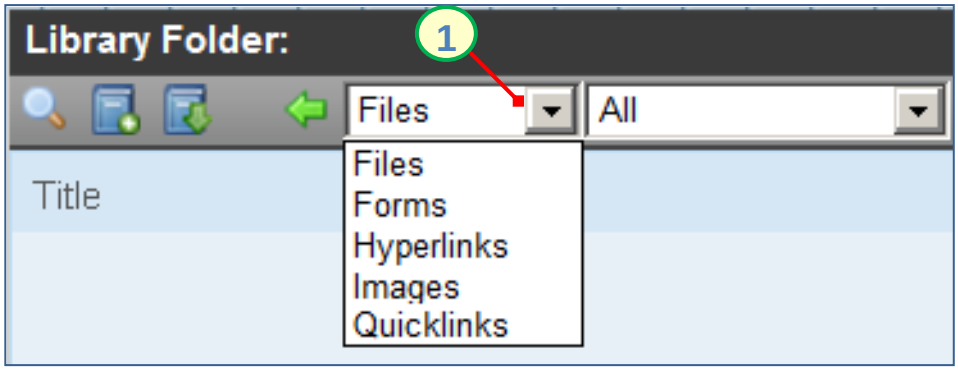
Types of Assets

There are various types of assets that you will want on your web page:

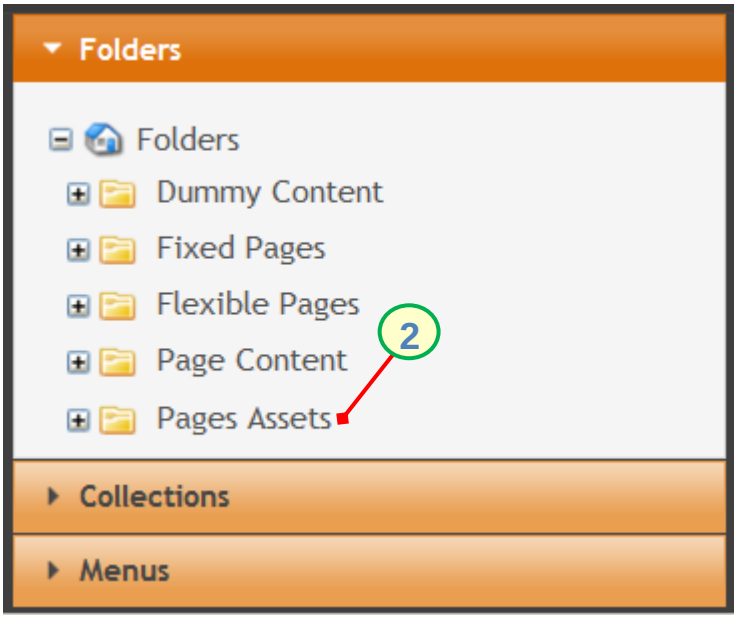
- files
- images
- videos

Note

1. In the browse dialogue box of the **Link Manager**, the filter will allow you to select the type of asset you want to find.

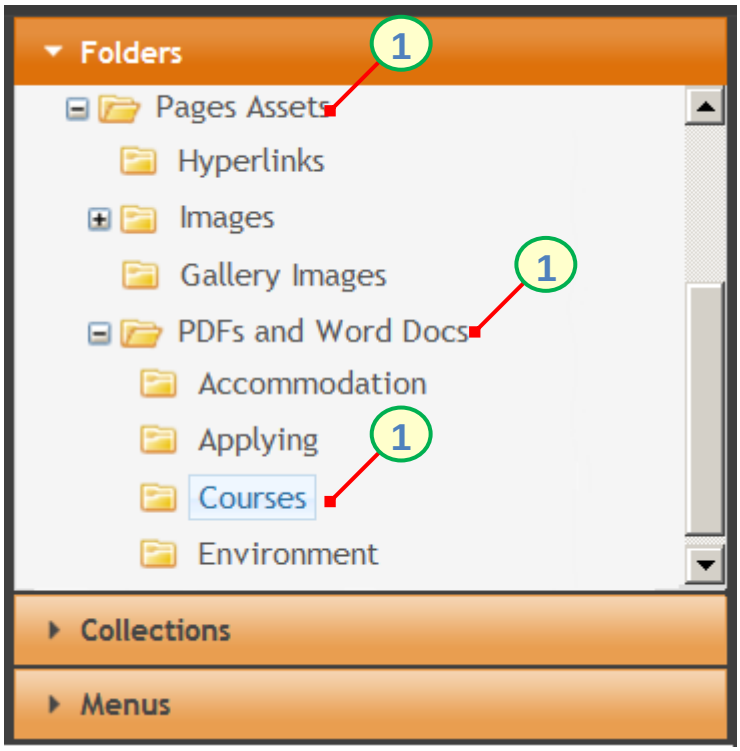


2. You will need to upload these assets into your community's **Pages Assets** folder

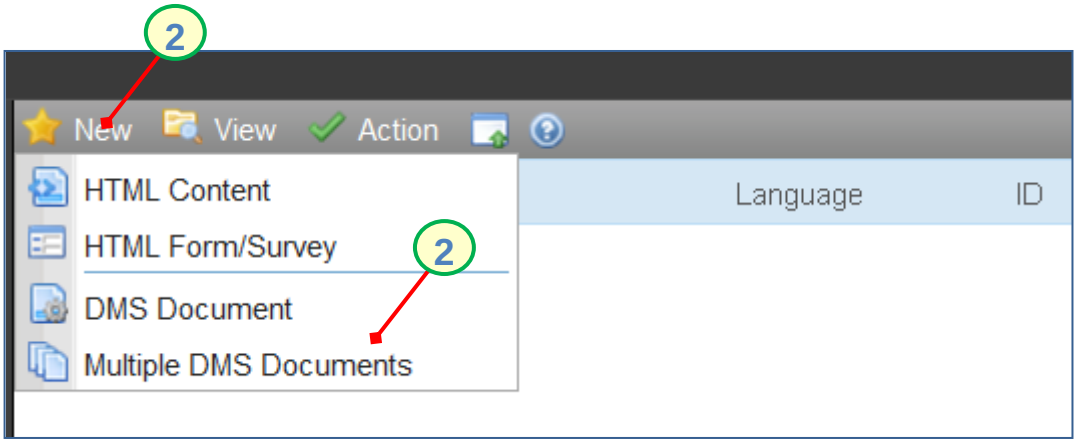


Upload File Assets

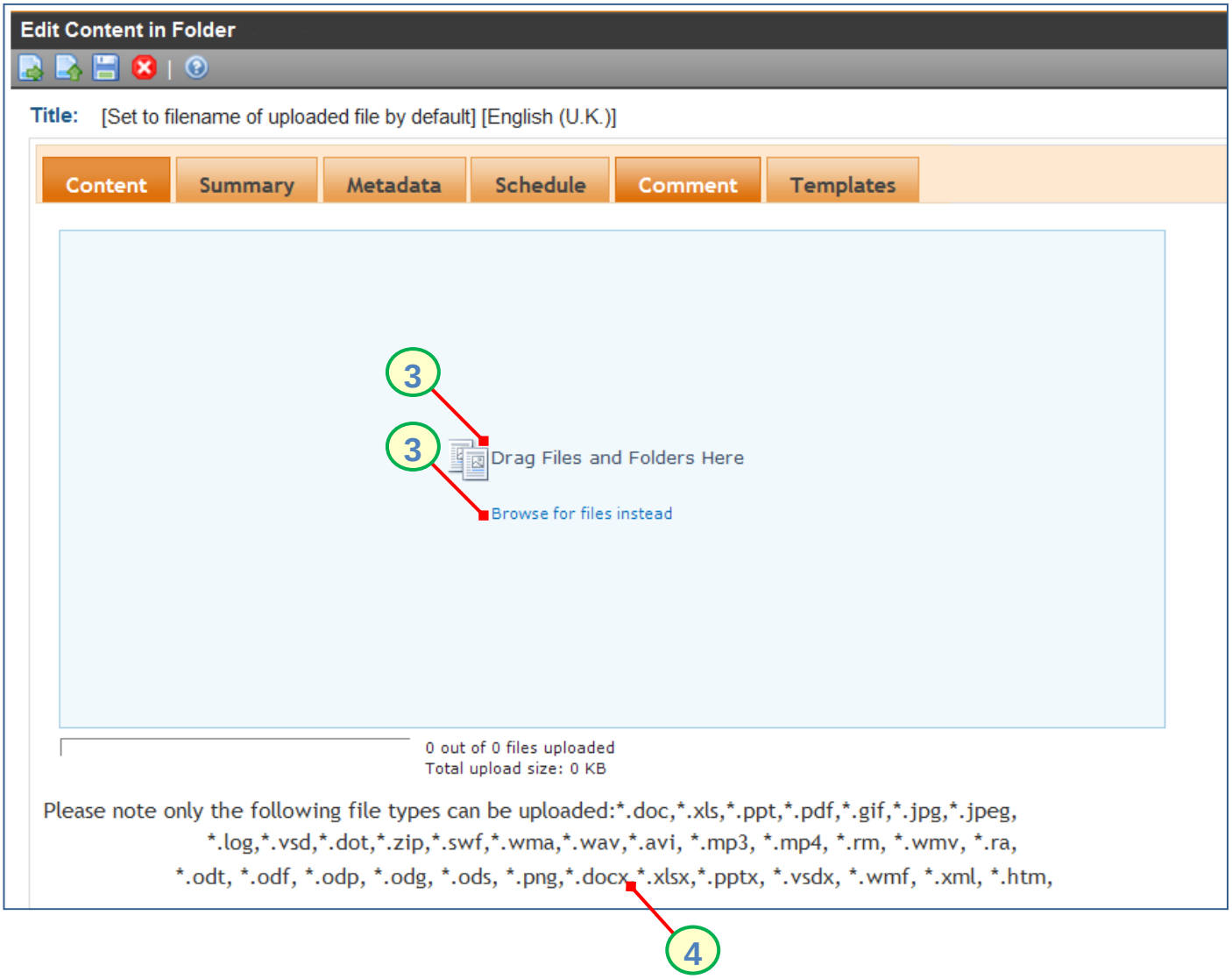
1. Navigate into your community folder within the **Pages Assets** directory.



2. Select **New** button from the toolbar**,** and then the **Multiple DMS Documents** option from the sub-menu.



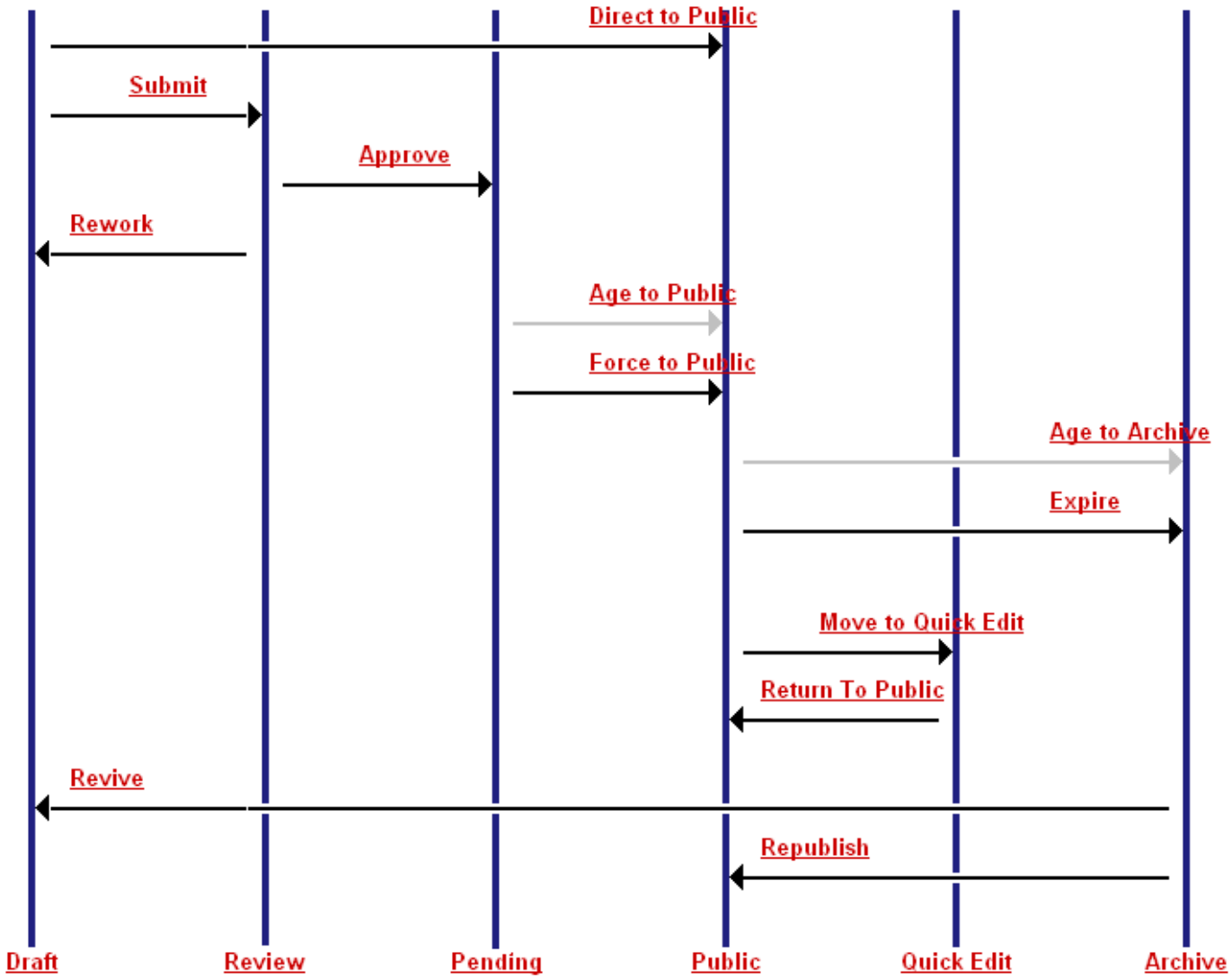
3. You can then drag files and folders from an open **My Computer** window, or you can click on the **Browse for files instead** link.



4. At the bottom of the upload box is a list of file types that Ektron will accept.

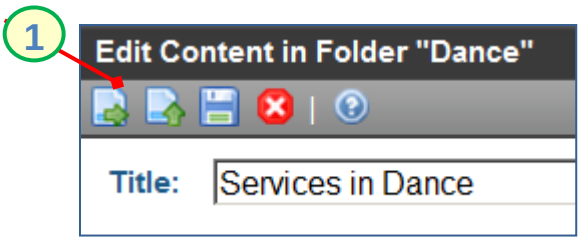
Workflow

Workflow is an integral component of web publishing systems. All content items will be transitioned through an appropriate workflow staging before that content will be published on a live site. The following diagram illustrates a typical workflow staging sequence:



Submit, Check-In, and Publish

1. The table below provides a simple explanation to a few workflow staging button in the edit menu.



	Save	Saves the content without leaving the editor. It is a good idea to save your work frequently.
	Check In	Check-In will save the content to the database and exits the editor. It does not submit the content into the approval workflow. Rather, it allows you and other users to access and make changes.
	Submit	Submit the content into the approval workflow. This action returns the new or updated content to the database and submits the content to a final editor. It will also exit the editor.
	Publish	Publish the content will update the content in the database and publish the content to the live site. It will also exit the editor.

Further Help

Web Services — **Lawrence**
webservices@roehampton.ac.uk

Documentation — **Information Centre; Staff MyZone**
https://my.roehampton.ac.uk/information/pages/default.aspx

Software Advisor — **Daniel Rukstelis**
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